

## MINUTES

### **Call to order.**

Ms. Mays called the meeting to order at 4:32 p.m.

### **Roll call.**

#### **Present:**

Chastity Mays, President (3)  
Barbara Levine, Treasurer  
Susan Tulis, Secretary (2)  
Julian Pei (1)  
Roland Person  
Don Prosser (1)  
Candice Watson (3)

#### **Absent:**

Frances Anne Anterola, Vice President (1)  
Philip Brown (1)

*The number following the Trustee's name indicates the number of absences this fiscal year.*

### **Staff present.**

Jennifer Robertson, Director

### **Visitors or Guests**

None.

### **President's report.**

None.

### **Secretary's report.**

1. Approval of the December 11, 2024, Board Meeting minutes. Ms. Tulis motioned to approve the December 11, 2024, minutes. Ms. Levine seconded the motion. The motion carried with unanimous approval.

### **Correspondence and communications.**

### **Financial report.**

1. Approval of the bills payable from January 10, 2024, through February 15, 2024. Roland, Susan. All. Mr. Person motioned to approve the payment of bills from January 10, 2025, through February 15, 2025. Ms. Tulis seconded the motion. The motion carried with unanimous approval.
2. Acceptance of the financial report for December 2024. Don, Julian, All. Mr. Prosser motioned

to accept the financial report for December 2024. Mr. Pei seconded the motion. The motion carried with unanimous approval.

### **Librarian's report.**

1. Building and maintenance. Ms. Robertson will contact the board about an upcoming roof and HVAC project meeting with Hafer.
2. Per capita grant. Ms. Robertson submitted the Per Capita grant to the Illinois State Library.
3. Review and acceptance of investment policy. Mr. Person motioned to keep the financial policy as is. Ms. Mays seconded the motion. The motion carried with unanimous approval.
4. Approval of Chief Financial Officers. Mr. Prosser motioned to designate Ms. Robertson, Library Director, and Ms. Levine, Board Treasurer, as the Chief Financial Officers for 2025. Mr. Person seconded the motion. The motion carried with unanimous approval.
5. Review of executive session minutes. Mr. Prosser motioned to maintain confidentiality of executive session minutes. Ms. Tulis seconded the motion. The motion carried with unanimous approval.
6. Other.

### **Committee reports.**

None.

### **Unfinished business.**

1. Approval of revised Library Lending/Fine Policy. Mr. Person motioned to approve the revised Library Lending/Fine Policy. Ms. Tulis seconded the motion. The motion carried with unanimous approval.

### **New business.**

2. Approval of Credit Card Policy. After discussion, Mr. Prosser motioned to table the Credit Card Policy for the next meeting so Ms. Robertson could add an approval amount threshold. Mr. Person seconded the motion. The motion carried with unanimous approval.

### **Other.**

1. Patron behavior.

### **Agenda building.**

1. Opportunity to suggest topics for future board meetings.

### **Adjournment.**

Ms. Mays adjourned the meeting at 4:55 p.m.

**Board Meetings for 2025.** Board Meetings are held on the second Wednesday of each month at 4:30 p.m. in the Carbondale Public Library meeting room unless noted. Agendas for regular Board Meetings are posted on the Library website no later than forty-eight (48) hours before the meeting date at [links.carbondalepubliclibrary.org/agenda](https://links.carbondalepubliclibrary.org/agenda)

**Meeting Dates.** January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, & December 10